



FRANKLIN COUNTY
Department of Animal Care & Control
4340 Tamarack Blvd.
Columbus, OH 43229

J O B A N N O U N C E M E N T

POSITION TITLE: Radio Dispatcher – Part-time (Bargaining Unit) **PCN:** 072024

REPORTS TO: Field Supervisor **PR:** A2

RESPONSIBILITIES: Receive and transmit calls from the general public requesting animal services. Determine the nature and priority of service requests and decide most appropriate action in accordance with established procedures. Dispatch service requests to Deputy Dog Wardens via two-way radio. Refer service requests to outside agencies, as appropriate. Locate information using the computer system to support Deputy Dog Wardens in the field to respond to related inquiries from the general public.

Record service requests and count daily totals. Keep record of time and duration of breaks for the Deputy Dog Wardens. Maintain trap log and prepare reports. Maintain daily, weekly, and monthly records of dispatch activities. Conduct GPS and radio checks with Deputies at the beginning of 1st, mid and 2nd shift. Contact for Deputy Wardens for police assistance. Submit bite/scratch reports to supervisors.

Notarize complaints from the general public to facilitate legal filing with the Clerk of Courts. Monitor security gate and admission of approved persons and receive deliveries. Calculate and record deputy response times to service requests.

MINIMUM QUALIFICATIONS: High school diploma or GED with six (6) months previous dispatch experience; or any equivalent combination of training and experience.

STARTING SALARY: \$11.27 per hour, plus a comprehensive benefits package
120 day probationary period

DATE POSTED: Friday, September 23, 2016

DEADLINE TO APPLY: Thursday, October 6, 2016

If interested, please go to <http://commissioners.franklincountyohio.gov/hr/> and apply on-line.

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